

GUIDE FOR PARENTS BOOKING PARENTS' EVENING APPOINTMENTS ON SCOPAY

This Guide provides help with the following

- Make a Booking
- View a Booking
- Change a Booking
- Cancel a Booking
- Print a Meeting Schedule



All parents:

How to Manage your SCOPAY Account

How to Make Payments on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to Order Dinners Online
How to Book Clubs Online
How to Save Card Details / Recurring Payments

CONNECTING PARENTS TO SCHOOL

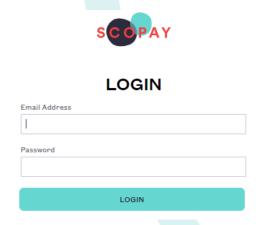
You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

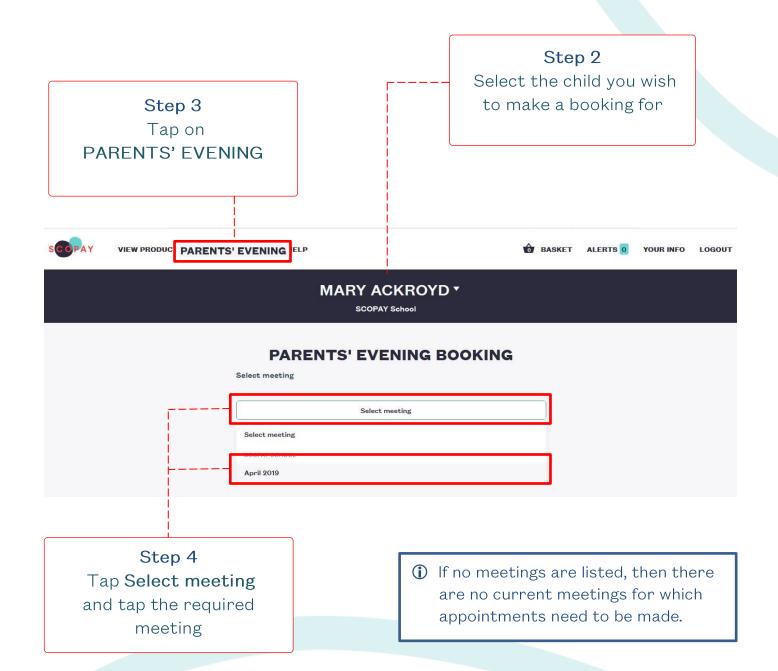
HOW TO LOGIN TO PARENTS' EVENING

Step 1

Go to the www.scopay.com website and login with your email address and password

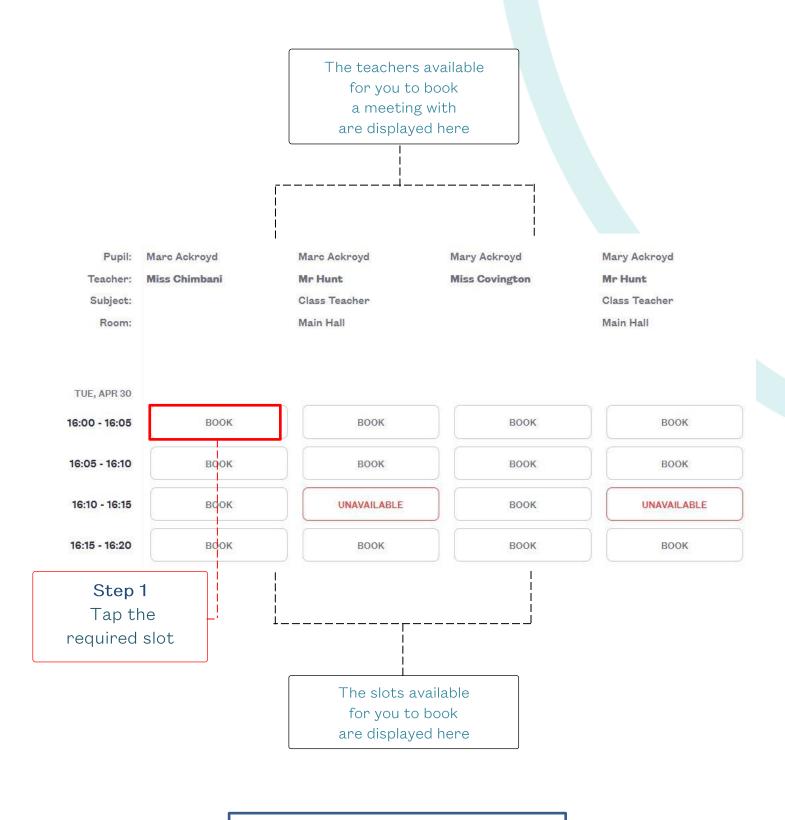
(note that it is not yet possible to book meetings on the SCOPAY mobile app)



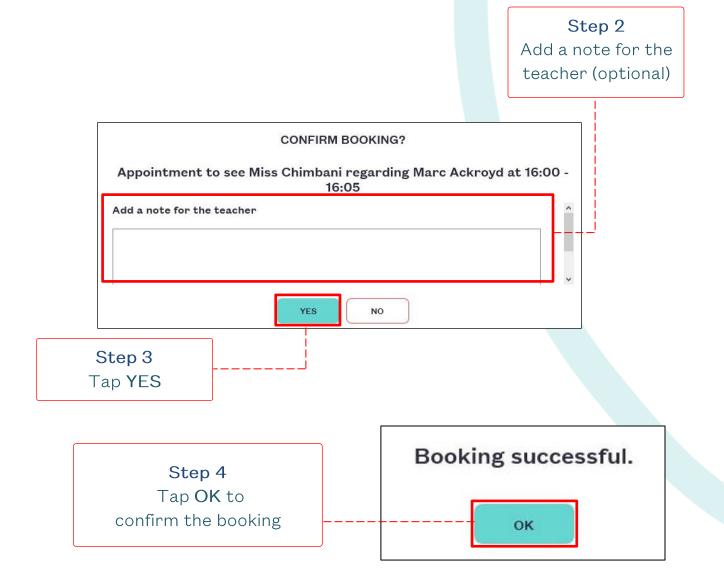


HOW TO MAKE A BOOKING

The options for your child(ren) will be displayed.

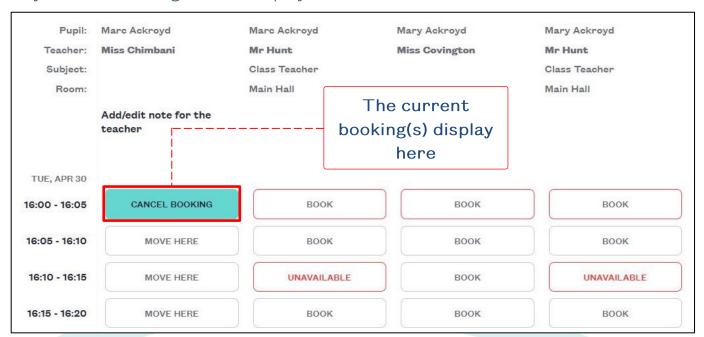


(1) If you need to make appointments for more than one child at the same meeting, both children will be listed.



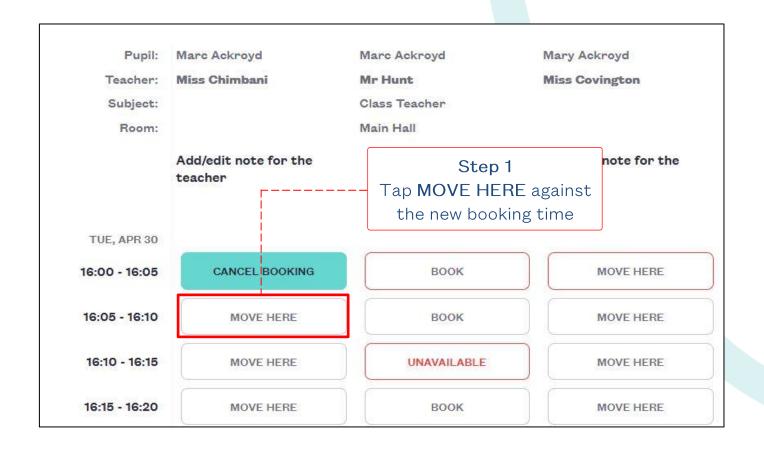
HOW TO VIEW A BOOKING

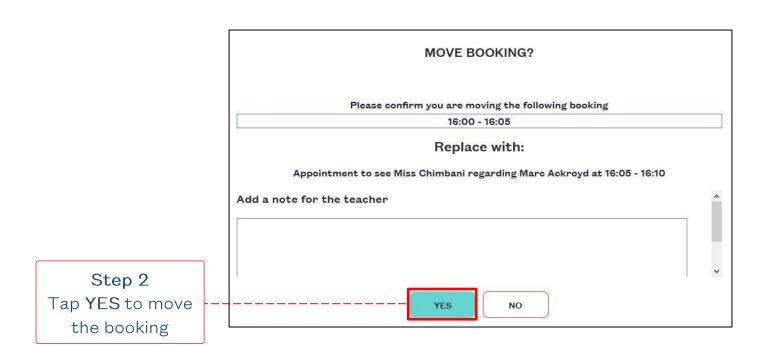
Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting. Any current bookings will be displayed.



HOW TO CHANGE A BOOKING

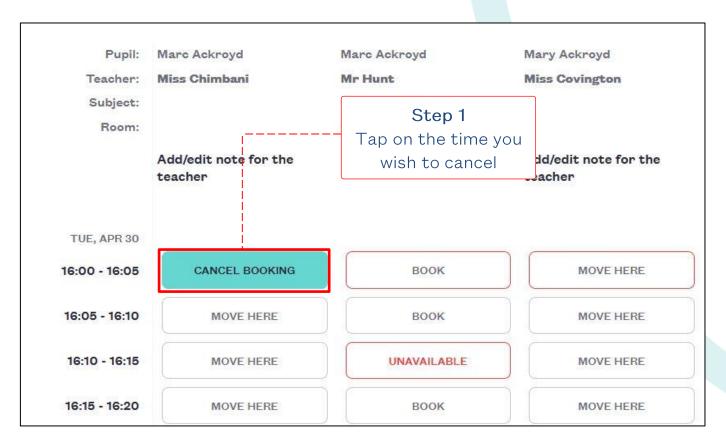
Repeat the steps to login. Select PARENTS' EVENING and select the meeting.

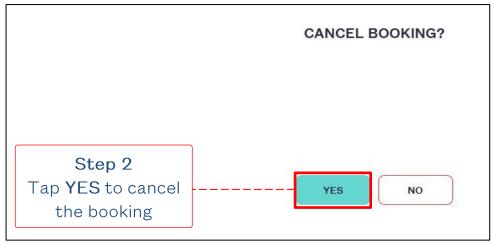


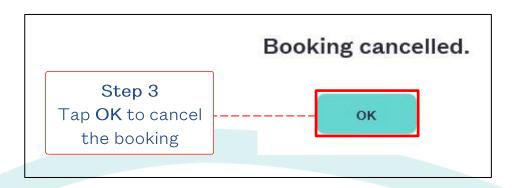


HOW TO CANCEL A BOOKING

Repeat the steps to login. Select PARENTS' EVENING and select the meeting.







HOW TO VIEW A MEETING SCHEDULE

Repeat the steps to login. Select PARENTS' EVENING and select the meeting.





① If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.